

SECTION J - LIST OF ATTACHMENTS

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ATTACHMENT I



AGREEMENT TO SUBCONTRACT
TERMS AND CONDITIONS/GENERAL PROVISIONS

- ☐ This proposal is based on full acceptance of the General Provision, Section I. **This block must be checked.** FDF will not entertain any exceptions to the Section I, General.
- ☐ All exceptions to provisions other than the General Provisions of this RFP are delineated and **attached to this form.**

Unless note on the attachment, all other terms and conditions are accepted by the undersigned.

(Signature)

(Date)

(Company)

ATTACHMENT II
PAST PERFORMANCE DATA MATRIX - MARCH 13, 1998

ITEM	COMPANY 1	COMPANY 2	COMPANY 3	COMPANY 4	COMPANY 5
Company Name					
Contact Name					
Contact Phone Number					
Average Annual Billings against the contract					
Duration of contract					
Average annual Number of Full-Time Equivalents (FTEs) on roll (A)					
Total number of FTEs who left the contract prior to contract completion (B)					
Total number of FTEs hired by the client from contractor prior to contract completion (C)					
Contract turnover rate = (B) minus (c) divided by (A)					
The Seller hereby give Fluor Daniel Fernald authorization to contact the companies listed on this Data Matrix dated March 13, 1998 as part of the evaluation process to Solicitation F98P285937	Authorization Signature: _____ Name Signed _____ Printed _____ Date				

Calculate your aggregate turnover rate using the following formula:

The sum of (Average Annual Number of FTEs on roll on Contract x times Turnover Rate on Contract x) for each contract divided by Average Annual Number of FTEs on roll for all Contracts = _____.

ATTACHMENT III

FDF Resume Cover Sheet - 3/16/98

Requisition Number: _____ Basic Ordering Agreement No.: _____

EMPLOYER INFORMATION:	Company Name:	Company Address:
	Program Manager Name:	Program Manager Phone:
PERSONAL INFORMATION:	U.S. Citizen: Yes <input type="checkbox"/> No <input type="checkbox"/>	Available Start Date:
	Candidate Name:	Candidate Address:
	Social Security No.:	Home Phone:
	Emergency Contact Name:	Relationship: Phone:
Candidate is currently on an FDF Contract: Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes: Anticipated end date:		
Exempt Position <input type="checkbox"/> Non-Exempt Position <input type="checkbox"/>	Proposed Direct Labor Rate:	Standard Direct Labor Multiplier:
	Overtime Direct Labor Multiplier:	Loaded Billing Rate:
Comments:		

Mandatory Requirements (Example)

1. Minimum of two years experience in Occupational Health and Safety and Hazardous Waste Management

Candidate has over eight years experience in occupational health and safety and over five years experience in hazardous waste management. This experience includes program development and implementation, safety reviews...

2. Bachelor's degree in risk management

Candidate has a B.S. in risk management...

Desirable Requirements (Example)

1. Minimum of two years experience coordinating Occupational Health and Safety in Manufacturing environment

Candidate worked for Global Manufacturing, Inc. for four years as the Occupational Health and Safety Manager responsible for ...

ATTACHMENT IV

**Fluor Daniel Fernald
Evaluation Questionnaire**

- A. Contractor _____
- B. Contract Number _____
- C. Contract Type _____
- Competitive Yes No
- D. Period of Performance _____
- E. Initial Contract Cost _____
- F. Current Contract Cost _____
- G. Product Description/- _____
Or service provided

Evaluation

- A. Performance history (Rating=4 Excellent, 3 Good, 2 Fair, 1 Poor)

To what extent did the contractor adhere to contract delivery schedules?

Considerably surpassed minimum requirements	()4
Exceeded minimum requirements	()3
Met minimum requirements	()2
Less than minimum requirements	()1

Comments:

- B. To what extent did the contractor submit required reports and documentation in a timely manner?

Considerably surpassed minimum requirements	()4
Exceeded minimum requirements	()3
Met minimum requirements	()2
Less than minimum requirements	()1

Comments

C. To what extent were the contractor's reports and documentation accurate and complete?

Considerably surpassed minimum requirements	()4
Exceeded minimum contractual requirements	()3
Met minimum requirements	()2
Less than minimum requirements	()1

Comments:

D. To what extent was the contractor able to solve contract performance problems without extensive guidance from client counterparts?

Considerably successful	()4
Generally successfully	()3
Little success	()2
No success	()1

Comments:

E. To what extent did the contractor display initiative in meeting requirements?

Displayed considerable initiative	()4
Displayed some initiative	()3
Displayed little initiative	()2
Displayed no initiative	()1

Comments:

F. Did the contractor commit adequate resources in a timely fashion to the contract to meet the requirements and to successfully solve problems?

Provided abundant resources	()4
Provided sufficient resources	()3
Provided minimal resources	()2
Provided insufficient resources	()1

Comment:

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G. To what extent did the contractor respond positively and promptly to technical directions, contract change orders, etc.?

Considerably surpassed minimum requirements	()4
Exceeded minimum requirements	()3
Met minimum requirements	()2
Less than minimum requirements	()1

Comment:

H. To what extent was the contractor effective in interfacing with the client's staff?

Extremely effective	()4
Generally effective	()3
Generally ineffective	()2
Extremely ineffective	()1

Comment:

ATTACHMENT V

MODEL SUBSTANCE ABUSE PROGRAM

1.0 POLICY

It is the policy of _____ that on contracts at Fernald Environmental Management Project (FEMP) including offsite locations, a DOE owned or controlled site:

The use, possession, sale, distribution, or manufacture of illegal drugs or alcohol at work or while on DOE property is prohibited.

Reporting to work while under the influence of intoxicants (including alcohol), narcotics, hallucinogens, depressants, stimulants, or other such drugs is also prohibited.

Any employee who violates this policy shall be subject to disciplinary action up to and including termination.

Any employee working at a DOE owned or controlled site shall receive notification that as a condition of employment under the contract the employee will abide by this policy.

2.0 EMPLOYEE EDUCATION AND TRAINING

Education and training programs will be presented to all employees which instruct the employee on the health aspect of substance abuse, safety, security and other workplace-related problems caused by substance abuse, provisions of DOE 10 CFR Part 707, and the employer's policy.

Managers and supervisors will receive additional training in the recognition of deteriorating job performance or judgement, or observation of unusual conduct which may be the result of possible illegal drug use, their responsibility to intervene, and the employer's policy.

3.0 EMPLOYEE ASSISTANCE

Employee assistance programs emphasizing preventative services, education, short term counseling, coordination and referral to outside agencies, and follow up shall be available to all on-site employees involved in the contract.

4.0 NOTIFICATION REQUIREMENTS

Any employee convicted under criminal drug statute for a violation occurring on a DOE owned or controlled site must notify Fluor Daniel Fernald in writing within 10 days after such conviction. Failure to notify Fluor Daniel Fernald of such a conviction is grounds for disciplinary action up to and including discharge. Within 10 days of receiving such notice Fluor Daniel Fernald will notify DOE of the conviction.

Within 30 days of receiving such a notice, appropriate personnel action must be taken against such an employee up to and including termination, or the employee, consistent with Fluor Daniel Fernald's policy, may be offered the opportunity to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.

If the employee does not participate in such a rehabilitation program, the contractor must take appropriate personnel action, up to and including termination, in accordance with Fluor Daniel Fernald's policies.

5.0 TESTING DESIGNATED POSITIONS

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Personnel determined by Fluor Daniel Fernald to be in a Testing Designated Positions are subject to random drug testing. Testing Designated Positions are positions directly engaged in production, use, storage, transportation, or disposal of hazardous material sufficient to cause significant harm to the environment or to public health and safety.

6.0 CERTIFICATION

_____ is committed to providing a safe workplace that is free from substance abuse by requiring that all employees be free of substance abuse of alcohol or drugs, while performing work at a DOE owned or operated facilities.

Name and signature of authorized person:

(Print)	_____
(Title)	_____
(Signature)	_____
(Date)	_____

ATTACHMENT VI

CERTIFICATE AND DISCLOSURE

I certify that neither I, nor to my knowledge, any member of my immediate family is engaged or have been engaged, directly or indirectly, in any activity which created a conflict of interest, except as noted below.

I further certify that I have read the Business Ethics and Conduct Policy/Procedure and the Employee Agreement regarding Inventions, Patents, and Technical Information. In making this certification I have considered the requirements of these policy statements and agree to immediately disclose any situation that may possibly be interpreted as involving a conflict of interest.

EXCEPTIONS: (If none, so state; otherwise, please describe in detail in the space below using a continuation sheet if necessary. You may wish to disclose an activity even though in your opinion it does not create a conflict of interest. In such cases a statement to this effect should be made.)

Please check one of the following:

_____ I have no conflict of interest.

_____ I have a conflict of interest. (Explanation attached)

Signature

Date Signed